

# Family Medical Leave Act (FMLA)

## Monthly Attendance Tracking Sheet

Employee's Name \_\_\_\_\_ Department/Agency/Constitutional Office \_\_\_\_\_

Year 20\_\_\_\_ FMLA Leave Began \_\_\_\_\_ \*Return to Work Date: \_\_\_\_\_  
\*must accompany doctor release to work note before returning.

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours Taken
Jan																																
Feb																																
Mar																																
Apr																																
May																																
June																																
July																																
Aug																																
Sept																																
Oct																																
Nov																																
Dec																																

**Total FMLA hours taken cannot exceed 480 hours (12 weeks) or 26 weeks in a single 12-month period for military caregiver leave.**

Pre and post doctor appointments are to be recorded. Holiday Leave is counted if employee is on leave for the entire week of the Holiday. A serious health condition involving continuing treatment by a health care provider requires FMLA Certification (i.e. Chronic conditions requiring periodic visits (at least twice a year) for treatment, conditions requiring multiple treatments, intermittent or reduced schedules, permanent long-term conditions, and treatments that results in a regimen of continuing treatment under the supervision of a health care provider.

**Note: Please send completed form (including Doctor's notes) to HR Benefits Administrator at the end of each month.**